



JOB DESCRIPTION

Title: **ACCOUNTS PAYABLE TECHNICIAN**
Department: Finance-Administration
Class Code: 6052
FLSA Status: Non-Exempt
Effective Date: July 1, 1995 (Rev. 07/2006)
Grade Number: 11

GENERAL PURPOSE

Under general supervision from an administrative supervisor performs Account Payable maintenance/processing for payment; processes Purchase Order invoices/receiving reports; check requests for payment and records various credit card transactions.

EXAMPLE OF DUTIES

- *-- Processes accounts payable weekly (data entry, verification, reconciling, updating); files related reports, supporting documentation, check copies; matches check with related remittance advice and mails all checks.
- *-- Establishes outstanding purchase order file; receives invoices and distributes to various departments; matches invoices with outstanding purchase order files and packing slips; checks calculations for accuracy; enters invoices for payments against purchase orders; reconciles procurement card statement.
- *-- In absence of the Financial Administrative Assistant, inputs and verifies payroll master file maintenance data; inputs, reconciles and updates payroll hours for payment; transmits payroll to bank for payday.
- *-- Prepares City Hall mail and runs it through the postage meter and places in Post Office mail box; monitors amount of postage in postage meter.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Associates degree in a business-related field and one (1) year experience in an accounting-related position, or any combination of education and experience.

- Preference given to those with experience in the use of word processing, spreadsheets and a typing speed of 30 net words per minute or better; skill in operating an adding machine and a calculator.

Necessary Knowledge, Skills and Abilities

- Working knowledge of payroll and Accounts Payable functions; working knowledge of modern bookkeeping and accounting practices and procedures; working knowledge of entering data into a computer; working knowledge of personal computers, spreadsheets and internet access products.
- Ability to do mathematical calculations quickly and accurately; ability to establish and maintain effective working relationships with employees, other agencies and the public; ability to communicate effectively, verbally and in writing.

TOOLS & EQUIPMENT USED

- Personal computer, including spreadsheet and word processing software; central financial computer system; telephone; 10-key calculator; copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, stand, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential Functions of the job.